

## MATCHING GIFTS TO EDUCATION PROGRAM

## GUIDELINES

### Program Description:

The Land O'Lakes Foundation encourages our employees, board members and leadership council members to act as leaders, involving themselves in the financial support of valuable educational institutions and public broadcasting stations across the United States. Contributions made through this program are matched dollar for dollar by Land O'Lakes Foundation.

### Program Guidelines:

- Individual gifts from \$25 to \$1,000 per eligible donor per calendar year will be matched. Gifts must be in the form of cash, check or security with a quoted market value. No other forms of personal or real property will be matched.
- Land O'Lakes Foundation reserves the right to change or withdraw this program without notice at any time. The Foundation determines the interpretation and administration of the program's provisions and all decisions are final.

### Donor Eligibility:

#### Eligible donors include the following:

- Full-time and part-time employees receiving Land O'Lakes payroll checks
- Members of the Land O'Lakes Board of Directors
- Land O'Lakes Leadership Council members

### Organization Eligibility:

All recipient organizations must be located in the United States and must be tax exempt under Section 501(c)(3) of the Internal Revenue Code.

#### Eligible institutions include the following:

- Elementary and secondary schools that are fully accredited by the Department of Education
- Public or private colleges, universities, junior colleges, technical/vocational institutes, community colleges and graduate professional schools with appropriate regional or professional accreditation, or tax-exempt alumni funds, foundations or associations that collect funds exclusively for the direct benefit of an eligible institution
- Public radio and television stations that meet the criteria established by the Corporation for Public Broadcasting

### Ineligible Gifts:

#### Land O'Lakes Foundation will not match:

#### Application Procedure:

- Independent scholarship funds
- Payment for tuition or other student expenses
- Subscription fees for publications
- Insurance premium payments
- Unpaid pledges
- Special events such as lotteries, marathons, raffles, auctions etc.
- Any donations used to gain preferential treatment from the recipient organization (Example: preferred seating athletic tickets)

Participating donors must complete Part 1 of the application and send the entire application with their contribution to an eligible organization. The recipient organization must complete Part 2 and forward the completed application to the Foundation. Matches are paid quarterly, and donors are notified when the match is completed.

***For more information about this and other programs, including the Dollars for Doers Program and the Community Grants Program, please call 1-800-328-9680.***

# MATCHING GIFTS TO EDUCATION PROGRAM APPLICATION FORM

## Part 1: Donor Application

**Complete Part 1. Please print or type.**

Send this application to the educational institution of your choice.

Donor Name  Mr. or  Ms. \_\_\_\_\_ Employee ID No. \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

E-mail \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

### Donor Eligibility (Check only one.)

Employee ..... Work Location \_\_\_\_\_ Land O'Lakes Division \_\_\_\_\_

Leadership Council Member ..... Region \_\_\_\_\_

Corporate Board Member

Recipient Organization \_\_\_\_\_

Date of Gift \_\_\_\_\_ Amount of Gift \_\_\_\_\_

Securities Description (if stock, enter transfer date) \_\_\_\_\_

X

X

### Donor Signature

### Date

*I certify that the information submitted is correct, that my gift complies fully with the provisions of Land O'Lakes Foundation Matching Gifts to Education Program as described in this brochure, and that no benefit or service is accruing to me.*

## Part 2: Recipient Organization Application

**Complete Part 2. Please print or type.**

Send this completed application to: Land O'Lakes Foundation P.O. Box 64150, St. Paul, MN 55164-0150.

Recipient Organization \_\_\_\_\_ Federal Tax Exempt No. \_\_\_\_\_ - \_\_\_\_\_

Under IRS Section 501(c)(3)

Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Certifying Officer  Mr. or  Ms. \_\_\_\_\_ Title \_\_\_\_\_

Date of Gift \_\_\_\_\_ Amount of Gift \_\_\_\_\_

X

X

### Recipient Signature (stamped signatures are ineligible)

### Date

*As an authorized officer/representative of this organization, I certify that this gift satisfies the requirements of Land O'Lakes Foundation Matching Gifts to Education Program as described in this brochure, that the gift is voluntary, and that it has brought no benefit or service accruing to the donor.*

## Our Mission

Land O'Lakes Foundation is committed to improving the quality of life in communities where Land O'Lakes has members, employees, plants and facilities.

Land O'Lakes Foundation proactively helps rural communities prosper and prepare for tomorrow by donating resources that develop and strengthen organizations dedicated to human service, education and youth, civic and art endeavors.

Land O'Lakes Foundation recognizes rural communities are a cornerstone of American life and has established ongoing giving programs to insure their vitality and growth. Foundation resources are awarded through several programs that donate cash and encourage employee volunteerism in Land O'Lakes communities across the United States - where over 300,000 farmers, ranchers and employees work in agriculture, food and fiber production, dairy processing and food marketing.